

Bi-Weekly Time Allocation
 (Include with your expense report)

Manager: F. Lee Money
Expense report week ending: 10/9

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>9/26</u>	4 ROU - 4 Hrs T/A #7 #8 - 4 Hrs
<u>Tuesday</u>	<u>9/27</u>	6 Direct Accts - 6 Hrs Sick - 2 Hrs
<u>Wednesday</u>	<u>9/28</u>	6 T/A #3, 9 + 10 - 6 Hrs ROU - 2 Hrs
<u>Thursday</u>	<u>9/29</u>	8 w/w S/S/R M. Cobucci - 8 Hrs
<u>Friday</u>	<u>9/30</u>	4 ROU - 4 Hrs Direct Accts - 4 Hrs

(28)

<u>Monday</u>	<u>10/3</u>	5 ROU - 3 Hrs T/A #12 #13 Plus Retail Accts in #13 - 5 Hrs
<u>Tuesday</u>	<u>10/4</u>	8 T/A #6 - 2 #4 - 7 Plus Retail Calls in #7 - 8 Hrs
<u>Wednesday</u>	<u>10/5</u>	6 ROU - 2 Hrs w/w S/R D. Figueira - 6 Hrs
<u>Thursday</u>	<u>10/6</u>	8 w/w S/R D. Figueira - 8 Hrs
<u>Friday</u>	<u>10/7</u>	8 Direct Accts - 8 Hrs

(35)

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Bi-Weekly Time Allocation
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Manager: F. Lee Money

Expense report week ending: 10/23

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>10/10</u>	4 ROU - 4 Hrs Sub-jobs - 4 Hrs
<u>Tuesday</u>	<u>10/11</u>	8 A/A - #2 - #4 - #10 - 8 Hrs
<u>Wednesday</u>	<u>10/12</u>	8 Direct Accounts - 8 Hrs
<u>Thursday</u>	<u>10/13</u>	4 ROU - 4 Hrs Retail Stores - 4 Hrs
<u>Friday</u>	<u>10/14</u>	8 W/W T+D S.Guana - 4 Hrs Retail Cells - 4 Hrs

(32)

<u>Monday</u>	<u>10/17</u>	4 Des. Offices - 4 Hrs ROU - 4 Hrs
<u>Tuesday</u>	<u>10/18</u>	Regional Meeting
<u>Wednesday</u>	<u>10/19</u>	Regional Meeting
<u>Thursday</u>	<u>10/20</u>	4 ROU - 4 Hrs Retail Stores - 4 Hrs
<u>Friday</u>	<u>10/21</u>	8 Dir. Acts - 2 Hrs Retail Cells - 6 Hrs

(16)

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Bi-Weekly Time Allocation

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Manager: F. Lee Maney

Expense report week ending: 11/6

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>10/24</u>	8 w/w T & D Mgr J. Guimara - 4 Hrs Retail stores - 4 Hrs
<u>Tuesday</u>	<u>10/25</u>	8 Direct Accts - 8 Hrs
<u>Wednesday</u>	<u>10/26</u>	8 Chain Store installations - K Mart Shop Rite - 8 Hrs
<u>Thursday</u>	<u>10/27</u>	8 AIA #6 - 36 calls #8 - 22 calls Partial O/A #9 - 14 calls
<u>Friday</u>	<u>10/28</u>	5 ROU - 3 Hrs w/w SIR - D. Figueiredo - 5 Hrs

(37)

<u>Monday</u>	<u>10/31</u>	8 AIA # 8 + 2 + 4 (79 Calls Total) - 8 Hrs
<u>Tuesday</u>	<u>11/1</u>	8 w/w T & D Mgr J. Guimara - 8 Hrs
<u>Wednesday</u>	<u>11/2</u>	8 w/w SIR M. Cuccia - 8 Hrs
<u>Thursday</u>	<u>11/3</u>	4 ROU - 4 Hrs Retail Calls (S.I.) - 4 Hrs
<u>Friday</u>	<u>11/4</u>	4 ROU - 4 Hrs Dir Accts - 4 Hrs

(32)

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Bi-Weekly Time Allocation

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Manager: F. Lee Money

Expense report week ending: 11/20

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>11/7</u>	8 w/w s/sLR M. Cobucci - 8 Hrs
<u>Tuesday</u>	<u>11/8</u>	8 Written Report - A/sLR V. Gilmer w/w R&M Lori O'Conor
<u>Wednesday</u>	<u>11/9</u>	8 $\frac{1}{4}$ Retail calls - #2-4+7
<u>Thursday</u>	<u>11/10</u>	5 ROU - 3 Hrs Retail calls #12-13-14 34 Calls - 5 Hrs
<u>Friday</u>	<u>11/11</u>	8 Inventory/Purchase Pick-ups for Focus Direct Accts - 8 Hrs

(37)

<u>Monday</u>	<u>11/14</u>	Dir Evaluation/Safe Driver Meeting - 8 Hrs
<u>Tuesday</u>	<u>11/15</u>	Regional Meeting
<u>Wednesday</u>	<u>11/16</u>	8 Direct Account calls - 8 Hrs
<u>Thursday</u>	<u>11/17</u>	5 ROU - 3 Hrs Sales Plans Meeting - Retail Calls #12+13 - 5 Hrs
<u>Friday</u>	<u>11/18</u>	3 Manhattan SAM Meeting - 5 Hrs Retail calls #3 - 3 Hrs

(16)

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Bi-Weekly Time Allocation
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Manager: F. Lee Money
Expense report week ending: 12/14/94

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>11/21</u>	Regional Sales Plans Meeting - 8 Hrs
<u>Tuesday</u>	<u>11/22</u>	Cigarette Outlet Meeting - 8 Hrs
<u>Wednesday</u>	<u>11/23</u>	Retail and Direct Account Calls - 8 Hrs
<u>Thursday</u>	<u>11/24</u>	Holiday
<u>Friday</u>	<u>11/25</u>	Holiday

<u>Monday</u>	<u>11/28</u>	Reg. Ops - 3 Hrs
<u>Tuesday</u>	<u>11/29</u>	Retail calls #6 - 5 Hrs
<u>Wednesday</u>	<u>11/30</u>	Reg Ops - 3 Hrs Retail calls #12 - 3 Hrs Direct Account - 2 Hrs
<u>Thursday</u>	<u>12/1</u>	Direct/Sub-jobs - 4 Hrs Retail calls - 4 Hrs #3
<u>Friday</u>	<u>12/2</u>	Retail calls #6, #7 & #8 - 8 Hrs Direct Accounts - 6 Hrs ROU - 2 Hrs

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Bi-Weekly Time Allocation

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Manager: F. Lee Money

Expense report week ending: 12/18/94

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>12/15</u>	<u>W/W T/D Mgr J. Giannini - 8 Hrs</u>
<u>Tuesday</u>	<u>12/16</u>	<u>Retail Calls #2+4 - 6 Calls - 8 Hrs</u>
<u>Wednesday</u>	<u>12/17</u>	<u>W/W S/SIR M. Cohen - 8 Hrs</u>
<u>Thursday</u>	<u>12/18</u>	<u>Retail Calls #6 - #1? #3 - 47 Calls - 8 Hrs</u>
<u>Friday</u>	<u>12/19</u>	<u>ROU - 3 Hrs Direct Sales - 5 Hrs</u>

<u>Monday</u>	<u>12/12</u>	<u>ROU - 3 Hrs Retail Calls - 8 Hrs</u>
<u>Tuesday</u>	<u>12/13</u>	<u>Direct Accts - 2 Hrs</u>
<u>Wednesday</u>	<u>12/14</u>	<u>ROU - 2 Hrs Direct Accts - 6 Hrs</u>
<u>Thursday</u>	<u>12/15</u>	<u>National Sales Plans Mtg</u>
<u>Friday</u>	<u>12/16</u>	<u>National Sales Plans Mtg</u> <u>Direct Accts - 8 Hrs</u> <u>Khewra Stationery</u>

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Bi Weekly Time Allocation
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Manager: F.L. Maney Expense report week ending: 1/1/95

Monday 12/19 Date Activity
Vacation

Tuesday 12/20 11

Wednesday 12/21 11

Thursday 12/22 11

Friday 12/23 Holiday

Monday 12/26 Holiday

Tuesday 12/27 Vacation

Wednesday 12/28 11

Thursday 12/29 11

Friday 12/30 11

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JAN 1

Bi-Weekly Time Allocation
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Manager: F. Lee Manley
Expense report week ending: 1/15/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>1/2/95</u>	<u>Holiday</u>
<u>Tuesday</u>	<u>1/3/95</u>	<u>Vacation</u>
<u>Wednesday</u>	<u>1/4/95</u>	<u>ROU - Administration</u>
<u>Thursday</u>	<u>1/5/95</u>	<u>ROU - Administration</u>
<u>Friday</u>	<u>1/6/95</u>	<u>Div Mtg - 3 Hrs w/w T&D J. Guaneri - 5 Hrs</u> <u>5/5</u>

<u>Monday</u>	<u>1/9/95</u>	<u>8</u>	<u>w/w SIR-T J. Hansen - 8 Hrs</u>
<u>Tuesday</u>	<u>1/10/95</u>	<u>8</u>	<u>w/w T&D J. Guaneri - 4 Hrs</u>
<u>Wednesday</u>	<u>1/11/95</u>	<u>8</u>	<u>w/w ASIR W. Soto - 4 Hrs</u>
<u>Thursday</u>	<u>1/12/95</u>	<u>8</u>	<u>w/w RR M. Hansen - 8 Hrs</u>
<u>Friday</u>	<u>1/13/95</u>	<u>1/2</u>	<u>Direct Accts - 8 Hrs</u> <u>ROU - 8 Hrs</u>

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JAN 30 1995

Bi-Weekly Time Allocation
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Manager: F. Lee Money

Expense report week ending: 1/29/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>1/16</u>	<u>ROU</u>
<u>Tuesday</u>	<u>1/17</u>	<u>8 w/w T+D J. Guaneri</u>
<u>Wednesday</u>	<u>1/18</u>	<u>8 AIA # 12-13 & 14</u>
<u>Thursday</u>	<u>1/19</u>	<u>1 w/w T+D J. Guaneri - 2 Hrs AIA # 7-2 Hrs SIS/R M. Gray - 3 Hrs Personal - 1 Hr</u>
<u>Friday</u>	<u>1/20</u>	<u>8 w/w AIA/R M. Gray - 8 Hrs</u>
	<u>31</u>	

<u>Monday</u>	<u>1/23</u>	<u>Regional Meeting - 8 Hrs</u>
<u>Tuesday</u>	<u>1/24</u>	<u>ROU - Administrative 8 Hrs</u>
<u>Wednesday</u>	<u>1/25</u>	<u>5 Direct Accounts - 6 1/2 Hrs ROU - 1 1/2 Hrs</u>
<u>Thursday</u>	<u>1/26</u>	<u>3 AIA + TIA # 6 AIA # 10</u>
<u>Friday</u>	<u>1/27</u>	<u>1.5 Division Mtg. - M. Gray Evaluation</u>

Jan 25
Jan 30

51843 0139

Bi-Weekly Time Allocation

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Manager: F. Lee Manzy

Expense report week ending: 2/12/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>1/30</u>	<u>ROU - 8 Hrs</u>
<u>Tuesday</u>	<u>1/31</u>	<u>Jury Duty</u>
<u>Wednesday</u>	<u>2/1</u>	<u>Jury Duty</u>
<u>Thursday</u>	<u>2/2</u>	<u>Jury Duty</u>
<u>Friday</u>	<u>2/3</u>	<u>w/w A/S/R M. Cobucci & S/R D. Figueira evaluations</u>

<u>Monday</u>	<u>2/6</u>	<u>Personal Day</u>
<u>Tuesday</u>	<u>2/7</u>	<u>w/w A/S/R A. Finkelstein</u>
<u>Wednesday</u>	<u>2/8</u>	<u>w/w S/R D. Figueira</u>
<u>Thursday</u>	<u>2/9</u>	<u>w/w R/R B. Impellizzi</u>
<u>Friday</u>	<u>2/10</u>	<u>ROU - 3 Hrs w/w - S/S/R M. Cobucci - 5 Hrs</u>

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Manager: F. Lee Money
Expense report week ending: 2/26/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>2/13</u>	5 ROU - 3 Hrs Retail Calls A/A #6 - 5 Hrs
<u>Tuesday</u>	<u>2/14</u>	8 w/w T & D Mgr. S. Guanecai - 4 Hrs w/w R/R M. Hansen - 4 Hrs
<u>Wednesday</u>	<u>2/15</u>	8 RSM M.A. Young w/w me T/A #13 + #9
<u>Thursday</u>	<u>2/16</u>	w/w RSM M.A. Young Evaluation - 4 Hrs Regional Meeting Preparation - 4 Hrs
<u>Friday</u>	<u>2/17</u>	w/w T & D J. Guanecai Evaluations Ats/R L. Klein & S. Acevedo
	<u>21</u>	

<u>Monday</u>	<u>2/20</u>	Administrative @ ROU - 3 Hrs
	<u>5</u>	w/w Ats/R M. Guanecai & A. Finkelstein - 5 Hrs
<u>Tuesday</u>	<u>2/21</u>	8 w/w Ats/R D. Money R/R B. Impellizieri + T & D J. Guanecai - 8 Hrs
<u>Wednesday</u>	<u>2/22</u>	Regional No Stock Meeting - 8 Hrs
<u>Thursday</u>	<u>2/23</u>	8 Direct Account Calls - 8 Hrs
<u>Friday</u>	<u>2/24</u>	5 Direct Account Calls - 5 Hrs ROU - 3 Hrs
	<u>26</u>	
	<u>26</u>	

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Bi-Weekly Time Allocation
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Manager: F. Lee Money
Expense report week ending: 3/12/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>2/27</u>	<u>ROU - Administration</u>
<u>Tuesday</u>	<u>2/28</u>	<u>8 AIA # 2-4-8</u>
<u>Wednesday</u>	<u>3/1</u>	<u>Division Work/Plan VAP Mtg - 5 Hrs</u> <u>3 w/w J. Guaneri -</u>
<u>Thursday</u>	<u>3/2</u>	<u>6 Direct Accts - 2 Hrs w/w SIR-T J. Hansen</u> <u>6 Hrs</u>
<u>Friday</u>	<u>3/3</u>	<u>w/w SIR-T J. Hansen - 8 Hrs</u>
	<u>25</u>	

<u>Monday</u>	<u>3/6</u>	<u>5 ROU - 3 Hrs Direct Accts - 5 Hrs</u>
<u>Tuesday</u>	<u>3/7</u>	<u>8 AIA # 3-7-9 + Partial # 5</u>
<u>Wednesday</u>	<u>3/8</u>	<u>ROU - Forsyth Meeting</u> <u>4 Direct Accts - 4 Hrs</u>
<u>Thursday</u>	<u>3/9</u>	<u>5 ROU - 2 Hrs w/w J. Guaneri - 5 Hrs</u>
<u>Friday</u>	<u>3/10</u>	<u>w/w SIR M. Cohen - 4 Hrs</u> <u>w/w Mr. A. Finkelstein - 4 Hrs</u>
	<u>30</u>	

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Bi-Weekly Time Allocation

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Manager: F. Lee Money

Expense report week ending: 3/26/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>3/13</u>	5 ROU-3Hrs w/Asst R. A. Finkelstein and SIR M. Glucari - 5Hrs
<u>Tuesday</u>	<u>3/14</u>	8 w/Asst R. D. Figueiredo - 8 Hrs
<u>Wednesday</u>	<u>3/15</u>	Regional Meeting - 8 Hrs
<u>Thursday</u>	<u>3/16</u>	Regional Meeting - 8 Hrs
<u>Friday</u>	<u>3/17</u>	5 ROU-3Hrs Direct Accounts - 5 Hrs
	<u>3/18</u>	

<u>Monday</u>	<u>3/20</u>	6 ROU-2Hrs AIA #10 Retail Cells #8 - 6 Hrs
<u>Tuesday</u>	<u>3/21</u>	No Stock Meeting - Manhattan - 8 Hrs
<u>Wednesday</u>	<u>3/22</u>	8 w/Asst R. D. Money
<u>Thursday</u>	<u>3/23</u>	8 w/Asst R. D. Money
<u>Friday</u>	<u>3/24</u>	5 ROU-3Hrs Direct Accts - 5 Hrs
	<u>3/25</u>	

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F. Lee Maney

Bi-Weekly Time Allocation
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Manager: F. Lee Maney

Expense report week ending: 4/9/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>3/27</u>	5 ROU - 3Hrs MBWA - Staten Island 5 Hrs
<u>Tuesday</u>	<u>3/28</u>	8 Direct Accounts - 8 Hrs
<u>Wednesday</u>	<u>3/29</u>	4 w/w S/R D. Figueira / Dir Mtg - 8 Hrs
<u>Thursday</u>	<u>3/30</u>	Vacation Day
<u>Friday</u>	<u>3/31</u>	5 ROU - 3Hrs MBWA - Brooklyn - 5 Hrs 1/22
		MM - 122
<u>Monday</u>	<u>4/3</u>	8 MBWA - Brooklyn Sub-jetters - VAP
<u>Tuesday</u>	<u>4/4</u>	8 w/w Td D Mgr - J. Guanci - 8 Hrs
<u>Wednesday</u>	<u>4/5</u>	3 ROU - 2Hrs Direct Acct - 3Hrs 2 Hrs - Sick
<u>Thursday</u>	<u>4/6</u>	5 w/w S/R D. Figueira
<u>Friday</u>	<u>4/7</u>	1 Regional Mtg - 8 Hrs 21

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